



Town of Alton

Planning Department PO Box 659 1 Monument Sq. Alton NH 03809
Phone 603-875-2162 Fax 603-875-2163 TDD 603-875-0111

EXCAVATION APPLICATION FORM

DATE RECEIVED _____

CASE # _____

Check One

1. Application is submitted for: Excavation
 Amendment to Existing Excavation Permit
2. Location of Proposed Excavation: Tax Map _____ Lot _____
Zoning District: _____
Property Address: _____
3. Property Owner's Name: _____
Address: _____ Town: _____ Zip: _____
Phone: _____ Email: _____
4. Applicant/Agent's Name (if different from owner): _____
Address: _____ Town: _____ Zip: _____
Phone: _____ Email: _____
5. Excavator's Name (if different from owner): _____
Address: _____ Town: _____ Zip: _____
Phone: _____ Email: _____
6. Have the names and addresses of all abutters as shown in Town records within the 5-day period immediately preceding the filing date been submitted on a separate sheet? Y N
7. Do you have a Special Exception approved by the Alton Zoning Board of Adjustment (ZBA)?
Y N If yes, please attach ZBA Notice of Decision. If no, please explain:

8. Do you have an Alteration of Terrain Permit issued by NH DES for this Excavation Operation?
Y N If yes, please provide permit number and copy of permit: _____
If no, please explain:

9. Estimated volume of material to be removed: In total _____ Each year _____
10. Proposed routes for transport of material: _____

11. Number and type of vehicles typically used to transport material: _____



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12. Equipment in use for material removal: _____

13. Maximum number of daily trips proposed: _____
14. Do you propose to process material (crush, screen, etc.) as a temporary and incidental accessory activity to the approved excavation operation at this location? Y N If yes, please give details, e.g. what type of processing, where on the property the processing will take place, how often processing will take place, etc.

15. Reclamation security: Form proposed: _____
Amount proposed (with calculations): _____
16. I/We have read the Excavation Regulations for the Town of Alton, NH, and agree to be bound by them and all applicable State, Federal and Local laws and regulations. I/We understand that failure to comply with this agreement or the application regulations, ordinances, and laws may result in revocation of, or denial of, approvals or permits by the Town.
17. I/We understand that the Planning Department must have on file a completed application with all required submissions as outlined in the Excavation Regulations for the Town of Alton, NH, at least 21 days prior to a scheduled meeting of the Regulator.
18. I/We understand that the Regulator or its designee may make periodic inspections of all excavations, both permitted and exempt, to determine if the operations are in conformance with these regulations and the approved plans.

I/We am/are requesting that the application be scheduled for a public hearing by the Planning Board within thirty (30) days from the receipt date:

SIGNATURE(S) OF OWNER(S):

_____ DATE _____

_____ DATE _____

SIGNATURE OF APPLICANT/AGENT (if different than owner):

_____ DATE _____

SIGNATURE OF EXCAVATOR (if different than owner):

_____ DATE _____



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Authorization to enter subject property

I hereby authorize members of the Alton Planning Board, Conservation Commission, Planning Department, and other pertinent Town departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. Every effort will be made by the members of the above-noted Town organizations to give 24 hours' notice of any site inspections, with the exception that inspections to respond to complaints regarding the operation may take place unannounced. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

SIGNATURE(S) OF OWNER(S):

DATE _____

DATE _____



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ALTON PLANNING BOARD EXCAVATION APPLICATION FEE SCHEDULE

Received From: _____ Date: _____

Case #: _____ Tax Map/Lot # _____

Application Fees for Excavation

Excavation Application Fee \$50 \$ _____

Abutter Fee: \$6 per abutter x total # of abutter notices _____ \$ _____

Notice of Decision: \$1.00 per person to receive notice by mail.
(Including owner) \$ _____

Newspaper Notification Fee: \$75.00 \$ _____

Admin. Fee for Legal Review if required: \$350.00 \$ _____

Total \$

PLEASE NOTE: Application fees are non-refundable unless approved by the Planning Board



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Application Checklist and Waiver Request for Excavation Application Review

Case #: _____

Applicant: _____

Date: _____

General Information

1. **Checklist:** The applicant shall complete this checklist as part of every Excavation Application. The applicant shall either (1) submit the checklist item with the application or request a waiver (s) to be submitted separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Excavation Regulations for the Town of Alton, NH; this checklist is intended to be used as an aid in the preparation of the Excavation Plan.
2. **Professional Stamps:** Excavation and reclamation plans prepared by licensed professionals shall be stamped and signed by said licensed professionals: surveyors, engineers, wetland scientist, soil scientist, and so on.
3. **Filing:** Applications and checklists shall be filed with the Planning Department not less than **21 days** before the regular scheduled meeting at which it is intended for submission.
4. **Waivers:** For any item checked "Waiver Requested", the applicant shall attach a separate letter indicating the reason (s) for seeking a waiver. See Excavation Regulations for the Town of Alton, NH, Section 20, for details.
5. **Completeness:** Items required for a completed application are:

- Completed Excavation Application Form
- Names and mailing addresses of all abutters
- Fees
- Four (4) paper print copies of the excavation plan
- Four (4) paper print copies of the reclamation plan
- Ten (10) legible 11" x 17" copies of the excavation and reclamation plans
- Three (3) paper print copies of stormwater management, sediment and erosion control plans OR;
- A copy of the plan submitted to NH DES AoT Bureau

Items required for final approval:

- Bond and Security proposal for reclamation
- Traffic and/or environmental impact studies, if applicable
- Any other approvals/permits, e.g. Dredge & Fill Permit, AoT Permit
- Driveway permit (s) - State/Town

Date copy sent to Conservation Commission _____



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Contents to be submitted for Excavation Plan Review					
Number	Item and description	Provided	Waiver Requested	N/A	Planning Board
14. A. 1.	Topographic contours at 5' intervals				
14. A. 2.	Distances between disturbed areas and closest property lines				
14. A. 3.	Zoning district boundaries				
14. A. 4.	Existing visual barriers to be retained				
14. A. 4.	Proposed fencing, buffers or visual barriers, including height and materials				
14. A. 5.	Aquifer limits in accordance with Aquifer Protection Overlay District				
14. A. 6.	Surface drainage patterns, including wetlands, etc.				
14. A. 6	Natural and man-made features, including stone walls, ledge outcroppings				
14. A. 6.	Cemeteries or burial sites				
14. A. 7.	Estimated duration of project and phasing				
14. A. 8.	Name, address & deed reference: Owner				
	Abutters				
	Holders of conservation, preservation and agricultural preservation restrictions				
14. A. 8.	Copies of conservation easement deeds				
14. A. 8.	Name and address of excavator and/or applicant, if different than owner				
14. A. 8.	Name, address and signature of plan preparer				



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Number	Item and description	Provided	Waiver Requested	N/A	Planning Board
14. A. 8.	Name, address and signature of all licensed professionals whose seal appears on the plan				
14. A. 8.	Seal of all licensed professionals				
14. A. 8.	Tax map and lot number of the site and all abutting parcels				
14. A. 8.	Date of plan preparation and revisions				
14. A. 8.	North point				
14. A. 8.	Scale: Graphic				
	Written				
14. A. 8.	Locus map: Subject property				
	North point				
	Main traffic arteries				
14. A. 9.	Photographs of the existing site				
14. A. 10.	Area of total parcel: Acres				
	Square feet				
14. A. 10	Area of excavation site: Acres				
	Square feet				
14. A. 10.	Estimated volume of material to be removed: In total				
	Each year				
	During permit period				
14. A. 11.	Location and design of site access roads				
14. A. 11.	Public and private streets, driveways, intersections, rights-of-way within 200' of project boundary				



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Number	Item and description	Provided	Waiver Requested	N/A	Planning Board
14. A. 11.	Any trails and roads on property				
14. A. 11.	Proposed changes to public streets including traffic control devices				
14. A. 12.	Elevation of highest annual average groundwater table				
14. A. 13.	Topsoil storage sites				
14. A. 14.	Sectional drawings, if required by Regulator				
14. A. 15.	Existing property lines with bearings and distances				
14. A. 16.	Sketch and description of existing and proposed excavation: Location				
	Boundaries				
	Breadth				
	Depth				
	Slope				
14. A. 16.	Reclaimed areas				
14. A. 17.	Existing subdivisions, buildings, structures, septic systems, wells: Onsite				
	Within 200' of property boundary				
14. A. 18.	Easements on-site				
14. A. 19.	Transportation routes				
14. A. 19.	Number and type of trucks and equipment				
14. A. 19.	Hours of operation				
14. A. 19.	Maximum number daily trips				
14. A. 20.	Plan for noise control and abatement				
14. A. 21.	Plan for dust control				



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Number	Item and description	Provided	Waiver Requested	N/A	Planning Board
14. A. 22.	100 year flood elevation line				
14. A. 23.	Location of groundwater test pits				
14. A. 24.	Comprehensive site safety plan				
14. A. 25.	Erosion, sedimentation, pollution controls				
14. A. 26.	Plans for stormwater management				
14. A. 27.	Snow removal/storage plan				
14. A. 28.	Fuel/chemical handling/storage plan				
14. A. 29.	Methods to prevent material tracking onto public streets				
14. A. 30.	Existing vegetation, including invasive species removal and disposal				
14. A. 31.	Stump dump locations				
14. A. 31.	Brush/slash disposal plans				
14. A. 32.	Plans for materials processing				
14. A. 33.	Circulation plan for vehicles and pedestrians				
14. A. 34.	Sign off block				

Contents to be submitted for Reclamation Plan Review

The reclamation plan shall be drawn at the same scale and shall use the same base survey information as the excavation plan.

Number	Item and description	Provided	Waiver Requested	N/A	Planning Board
16. 1.	Name, address and signature of plan preparer				
16. 1.	Names and addresses of all licensed professionals whose seal appears on the plan				



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Number	Item and description	Provided	Waiver Requested	N/A	Planning Board
16. 1.	Seal of all licensed professionals				
16. 1.	Date of plan preparation and revisions				
16. 1.	Scale: Graphic				
	Written				
16. 1.	North point				
16. 2.	Boundaries of reclamation				
16. 3.	Final topography at 5' contour intervals				
16. 4.	Final surface drainage pattern				
16. 4.	Location and design of all artificial and/or modified drainage facilities				
16. 5.	Reclamation schedule, including seeding mixtures, cover vegetation, fertilizer types and application rates				
16. 6.	Phasing of reclamation with completion dates				
16. 7.	Plant materials to be used for reclamation, quantities and sizes				
16. 8.	Subsequent reuse of site				
16. 9.	Stormwater management plans				
16. 10.	Cross sections of existing, excavated and reclaimed topography				
<u>State Agency Approvals (as necessary)</u>					
1.	Wetland Bureau; Dredge & Fill Permit				
2.	Alteration of Terrain Permit				
3.	NH DOT; Driveway Permit				